

BANGOR WATER

POSITION DESCRIPTION

JOB TITLE: Inspector/Engineering Tech

DEPT: Engineering

JOB TYPE: Full-time employee, Hourly

Hourly pay ranges
from \$20 to \$27
per hour.

GENERAL DESCRIPTION: Serves as Inspector/Engineering Tech in the engineering department. Acts as an onsite representative for the engineering department during public infrastructure upgrade projects and new main or service installations related to private developments. Work outside of normal business hours, including overnights and weekends, may be required to accommodate water construction projects. The after-hours schedule will be driven largely by the contractors' project schedules and City of Bangor scheduling requests.

Additionally, the position is assigned week-long emergency call-in rotation, and must live within 30 miles of the Bangor City limits to facilitate prompt response.

DUTIES:

Acts as onsite representative for the engineering department during public infrastructure upgrade projects and new main or service installations related to private developments, which includes the following duties:

- Assure adherence to approved plans and specifications and proper installation, backfilling, and disinfection techniques by contractors and subcontractors.
- Identify and address technical, site safety, and traffic control issues in the field and make recommendations to the contractor or Assistant Engineer for resolution.
- Ensure compliance with applicable permits and federal regulations.
- Coordinate with other utilities and government agencies to accomplish work.
- Interface with the public and act as liaison between project neighbors, contractors, and the District during day-to-day construction activities
- Maintain proper documentation of daily construction activities.
- Provide construction progress reports to the Assistant Engineer.
- Review contractor payment requisitions for accuracy and evaluate requests for change orders.
- Work with contractors and field personnel to ensure as-builts are accurate and thorough.

Assists engineering staff with the following duties:

- Review plans and specifications of construction projects prior to bidding.
- Maintain a wide variety of forms and records pertaining to District operations and organize engineering files to assure convenient retrieval.
- Prepare estimates of projects to be undertaken by the District and contractors, including pricing materials, estimating labor and equipment costs, and acquiring current costs and quotes from vendors and contractors.
- Ensure project specifications and other related documents are accurate and reflect the latest generally accepted industry practices.
- Verify record accuracy in the field.
- Deploy leak detection equipment and assess the condition of assets.

Perform other related duties as required.

REQUIREMENTS:

Education: At least a two-year degree in a related field, or a high school diploma with equivalent experience.

Experience: Experience in waterworks and utility construction.

Licenses: Possess or obtain within two years of hire a State of Maine operator license for a Class II Water Treatment System and a Class III Distribution System and a State of Maine Class "C" driver's license.

Skills and Knowledge:

- Knowledge of MUTCD and applicable traffic control and work zone safety practices, proper utility construction and repair techniques, and proper backfilling and compaction techniques.
- Working knowledge of current versions of AWWA standards as related to construction, maintenance, and disinfection of water infrastructure.
- Ability to multi-task and prioritize work to ensure proper inspection coverage in the case of multiple, simultaneous projects
- Working knowledge of District operations and water main construction policy and procedure, and the ability to apply such knowledge to specific circumstances and situations.
- Working knowledge of electronic spreadsheets and databases. Familiarity with CAD and GIS software preferred.
- Ability to use field instruments associated with surveying, construction, and utility locating.
- Ability to use maps and records to locate District facilities, particularly for repairs and emergency shutdowns.
- Proficient with Microsoft Office.
- Familiar with cloud storage, use of tablets and smart phones, and Google and similar programs to Google Docs and Drive.
- Knowledge of applicable safety precautions and procedures in using a variety of repair and construction equipment and related hand tools.
- Willingness to cross-train in all aspects of the water utility profession.

PERSONAL WORK RELATIONSHIPS:

Supervisory: No supervisory responsibilities of in-house staff. Supervision of contractors and subcontractors to assure conformance to project documents.

Reports to: District Engineer

WORK ENVIRONMENT:

Work location: 614 State St., Bangor, ME

Performs duties in both office and field settings. Periodically exposed to noise, grease, dirt, various gases, and hazardous chemicals. Safety precautions must be observed at all times to ensure personal safety and the safety of others.

ADDITIONAL JOB REQUIREMENTS:

Ability to: legally operate assigned District vehicles; work in accordance with safe procedures and the District's safety program, including in confined spaces; perform manual labor; safely operate various small hand and power tools; access and operate valves throughout the distribution system; lift 50 pounds; climb ladders; respond to emergencies at all hours and in all weather conditions; live within 30 miles of the Bangor city limits; serve on week-long call-in rotation; and communicate with co-workers, vendors, and members of the public in a courteous and effective manner.